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Employer Update for Employers of the Maine State Retirement System - Special Edition, January 2013

Maine Public Employees Retirement System

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Employer Statements of Account

Employer Statements of Account become available to you beginning in March. Accessed electronically through Employer Self Service (ESS), your Employer Statement of Account is a recap of your employer's monetary transactions processed by MainePERS during the month, including any prior balance from previous months and an ending balance to be brought forward into the next month, if necessary.

The Employer Statement of Account is designed as a helpful tool, allowing you to see the financial results of transactions like payroll reporting, payroll adjustments and Group Life Insurance billing.

Here's an example of what you'll see . . .

		Employer Statement of Account	
EMPLOYER STATEMENT for Sample Town-School Support - P0001A for 08/01/2013 - 08/31/2013			
Prior Balance			
Prior Balance		(\$64.21)	
	SUB-TOTAL		(\$64.21)
Payroll Reports			
Payroll Report 07/01/2013 (Transaction # 2200000, PR 07012013)			
Employee Contributions		\$ 34,706.32	
Employer Contributions		\$ 34,706.44	
Total Payroll Amount Due for 07/01/2013		\$ 69,412.76	
	SUB-TOTAL		\$ 69,412.76
Other Transactions			
GLI Premium (Transaction # 2200005, GLI 2200006)		\$ 4,908.62	
	SUB-TOTAL		\$ 4,908.62
Payments			
Payment on 08/16/2013 (Transaction # 2210001)		(\$69,412.76)	
Payment on 08/20/2013 (Transaction # 2210002)		(\$695.41)	
Payment on 08/20/2013 (Transaction # 2210003)		(\$4,213.21)	
	SUB-TOTAL		(\$74,321.38)
Refunds			
Refund on Transaction # 2200004 (Refund)		\$ 64.21	
	SUB-TOTAL		\$ 64.21
Total Balance			
Balance as of 08/31/2013			\$ 0.00
Please remit amount due on or before 09/30/2013.			



Employer Statements

Common Questions & Answers

Q. Where do I find my Monthly Statement of Account?

A. In Employer Self Service (ESS), from the Employer Management section, choose Review Payroll Reports, Billing History & Payments. Then, click on the Documents tab.

The screenshot shows the ESS interface with the breadcrumb trail: Home » Employer Management » Review Payroll Reports, Billing History & Payments. Below this, there are tabs for Work History, Reports, Employment, Payment History, and Documents. A red arrow points to the Documents tab. Below the tabs, the ER Location is set to Maine Public Employees Retirement System. The Documents section contains a table with columns for Create Date, Type, Recipient, and Report Argument. The table lists two entries for Employer Statement of Account, both dated 01/17/2014, with recipients being the Maine Public Employees Retirement System.

Create Date	Type	Recipient	Report Argument
01/17/2014 15:25	Employer Statement of Account	Maine Public Employees Retirement System	10/2013
01/17/2014 14:32	Employer Statement of Account	Maine Public Employees Retirement System	09/2013

Q. How do I know when the monthly statement will be there?

A. Each month, sometime during the first week of the month, we will send an e-mail to notify you.

Q. What do I do with this document?

A. Please review it. The document is provided to you as a recap of financial activity processed by MainePERS during that month. Think of this document as something similar to a bank statement.

Q. The statement shows a balance due but I know payment has been made. What do I do?

A. It could be that your payment reached us after the closing date of the statement period. Please contact Employer Services with your question. We can research that missing payment for you.

Q. The statement shows "Prior Balance". What is that for?

A. A "Prior Balance" is the ending balance that appeared on the previous month's statement. Contact us. We can help you determine what the prior balance is for.

Q. The statement indicates that I need to pay the ending balance by the last day of this month. What do I do with that information?

A. If your records do not match the ending balance appearing on the statement (either a balance due or an overpayment), please contact us. We're here to help research any discrepancies.

Remember, anytime your records do not match ours, feel free to contact us. Employer Services and Survivor Services can be reached by calling 1-800-451-9800 or e-mailing to employer@mainepers.org or survivorservices@mainepers.org.